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MEMORANDUM FOR: Comptroller

FROM : Chief, NE and SA Division - 11332 1348

SUBJECT : Vital Materials Schedule

1. This Division is presently in the process of revising our Vital Materials Program. This will include new systems and procedures and a review of what budget and finance records should be considered vital in the event of an emergency.

2. In order to avoid duplication of records it is requested that your office supply us with a copy of your Vital Materials Schedule so we can compare and consider what Division records should be maintained at the Vital Materials Depository.

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Chief
Near East and
South Asia Division